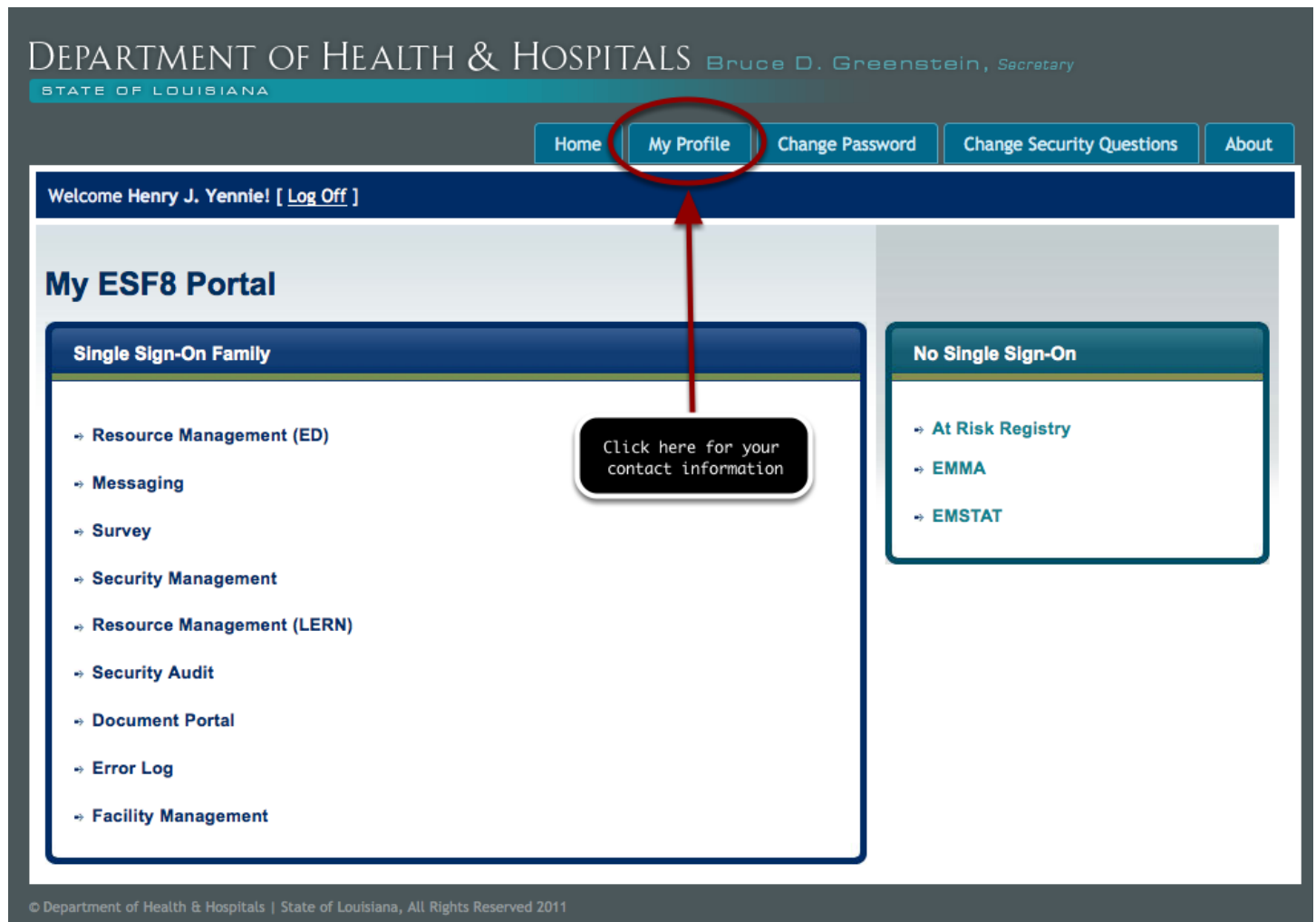


Changing Your Contact Information in the ESF 8 Portal

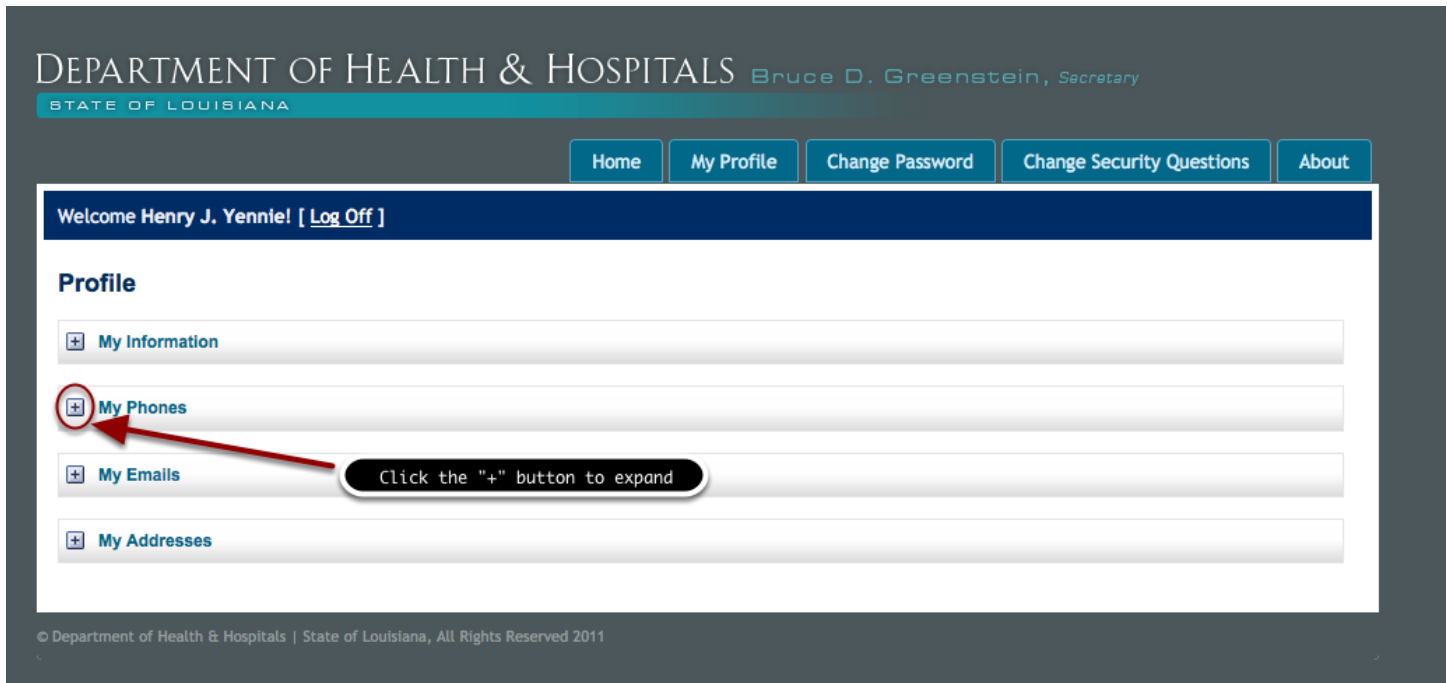
This guide will walk you through the simple steps of changing your contact information in the ESF 8 Portal.

Start on the ESF 8 Portal Home Page



After logging in to the ESF 8 Portal, locate the "My Profile" tab and click on it.

My Profile Page



After clicking on the "My Profile" tab, you have access to the following items:

- My Information: You can edit your name
- My Phones: You can edit, delete or add telephone contact information
- My Emails: You can edit, delete or add email addresses
- My Addresses: You can edit, delete, or add addresses and locations.

To edit your telephone numbers, click on the "+" sign next to My Phones.

Editing Telephone Information


The screenshot shows the user interface of the Department of Health & Hospitals. At the top, the header reads "DEPARTMENT OF HEALTH & HOSPITALS" with "Bruce D. Greenstein, Secretary" and "STATE OF LOUISIANA" below it. Navigation buttons include "Home", "My Profile", "Change Password", "Change Security Questions", and "About". A welcome banner for "Henry J. Yennfe" with a "Log Off" link is present. The "Profile" section is active, showing "My Information" and "My Phones". The "My Phones" section contains a table of phone numbers with "Edit" and "Delete" buttons for each. A red circle highlights the "Edit" and "Delete" buttons for the first entry. Another red circle highlights the "Add New Phone" button at the bottom of the list.

Phone Type	Phone Number	Edit	Delete
Home	(225) 388-9528	Edit	Delete
Work	(225) 342-3417	Edit	Delete
Cell	(225) 747-0399	Edit	Delete
10009	(225) 747-0399	Edit	Delete
10011	(225) 747-0399	Edit	Delete
10010	(225) 747-0399	Edit	Delete

[Add New Phone](#)


Once you click on the "+" sign, you have access to all of the telephone numbers associated to your Person. You can click on Edit or Delete for each entry. You can also click on the Add New Phone to add a new number.

Saving Your Changes

 **My Phones**

(225) 388-9522

Home



Save

Cancel

Work : (225) 342-3417	Edit	Delete
Cell : (225) 747-0399	Edit	Delete
10009 : (225) 747-0399	Edit	Delete
10011 : (225) 747-0399	Edit	Delete
10010 : (225) 747-0399	Edit	Delete

Add New Phone

After selecting a number to edit, you can make your changes and click "Save" to save the information or "Cancel" to go back to the list of numbers.

Returning to My Profile

DEPARTMENT OF HEALTH & HOSPITALS *Bruce D. Greenstein, Secretary*
STATE OF LOUISIANA

Home My Profile Change Password Change Security Questions About

Welcome Henry J. Yennie! [[Log Off](#)]

Profile

+ My Information

- My Phones

Once you're finished, click on the Home tab to return to the main Portal menu page.

Home : (225) 388-9522	Edit	Delete
Work : (225) 342-3417	Edit	Delete
Cell : (225) 747-0399	Edit	Delete
10009 : (225) 747-0399	Edit	Delete
10011 : (225) 747-0399	Edit	Delete
10010 : (225) 747-0399	Edit	Delete

[Add New Phone](#)

+ My Emails

+ My Addresses

Clicking on Save or Cancel brings you back to the list under My Phones. You can access any other number or any other Profile segment from here.

Going Back to the Main ESF8 Portal Menu

The screenshot displays the ESF8 Portal interface. At the top, the header reads "DEPARTMENT OF HEALTH & HOSPITALS" with "Bruce D. Greenstein, Secretary" to the right. Below this is a teal bar with "STATE OF LOUISIANA". A navigation bar contains buttons for "Home", "My Profile", "Change Password", "Change Security Questions", and "About". A dark blue banner below the navigation bar says "Welcome Henry J. Yennie! [Log Off]". The main content area is titled "My ESF8 Portal" and is divided into two columns. The left column, titled "Single Sign-On Family", lists several services: Resource Management (ED), Messaging, Survey, Security Management, Resource Management (LERN), Security Audit, Document Portal, Error Log, and Facility Management. The right column, titled "No Single Sign-On", lists: At Risk Registry, EMMA, and EMSTAT. A callout box with a red arrow points to the "Change Password" button, containing the text: "From here, you can also change your password or change your security questions/answers." The footer at the bottom left reads "© Department of Health & Hospitals | State of Louisiana, All Rights Reserved 2011".

DEPARTMENT OF HEALTH & HOSPITALS Bruce D. Greenstein, Secretary
STATE OF LOUISIANA

Home My Profile Change Password Change Security Questions About

Welcome Henry J. Yennie! [Log Off]

My ESF8 Portal

Single Sign-On Family

- Resource Management (ED)
- Messaging
- Survey
- Security Management
- Resource Management (LERN)
- Security Audit
- Document Portal
- Error Log
- Facility Management

No Single Sign-On

- At Risk Registry
- EMMA
- EMSTAT

From here, you can also change your password or change your security questions/answers.

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After clicking on the "Home" tab, you are returned to the main Portal menu page.